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## **NOTICE OF SETTLEMENT OF CONTROVERSY**

The Clerk shall give the debtor, trustee and all creditors 20 days notice of the hearing on approval of a compromise or settlement of controversy. *Fed. R. Bankr. P. 2002(a)(3)*.

**NOTE 1:** You will be prompted in this event to enter a hearing date. Please determine this information prior to filing the Notice by accessing *Hearing Dates - Judges Calendar* under *Chambers* on our web site. **The hearing date must be at least 30 days from the date of filing; the objection date will default to 20 days from the date of filing.**

**NOTE 2:** You will be prompted in this event to enter the related adversary number. Please have this information available. **Upon completion of this event under the main case number, you must also e:file the notice under the adversary proceeding number.**

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Miscellaneous Events**
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Notice of Settlement of Controversy** from drop down list; click [NEXT]
- STEP 5** If this is a Joint Filing, place a check in the box and click [NEXT]. If this is not a Joint Filing, click [NEXT] to skip the screen.
- STEP 6** Select the Party or click Add/Create New Party; click [NEXT]
-  *TIP - If Add/Create New Party is selected, you must complete the party information screen and place a check in the box to create the attorney/party association on the following screen.*

**STEP 7** Upload the completed Notice of Settlement of Controversy form; click [NEXT]

**STEP 8a** Enter Nature of Settlement

**STEP 8b** Enter Related Adversary Case Number;

**STEP 8c** Hearing date and time if Objection is filed

☛ *TIP - The hearing date must be 30 days or more from the date of filing. The last day to object will set automatically for 20 days from the date filed.*

**STEP 8d** Place a check in the box if this refers to an existing event; click [NEXT]

☛ *TIP - If you placed a check in the box, you will be asked to select the category to which your event relates. You will then be asked to place a check in the box next to the appropriate event.*

**STEP 9** Confirm case name and number; click [NEXT]

**STEP 10** Docket text appears. Review for accuracy; modify if appropriate; click [NEXT]

☛ *TIP - The text of this docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser to return to the screen on which the error was made.*

**SAMPLE DOCKET TEXT**

**Notice of Settlement of Controversy, filed by John Smith on behalf of Jackie Lee Vincent. Hearing date if Objection filed: June 24, 2003. Objections due by 5/20/2003. (Smith, John)**

**STEP 11** Notice of Electronic Filing displays

**STEP 12** **E:FILE THIS NOTICE UNDER THE ADVERSARY PROCEEDING NUMBER**

☛ *TIP - Use the Adversary category and enter the adversary case number*



*TIP - When asked to enter the Related Bankruptcy Case Number, be sure to enter the main case number.*